

Vendor eVA Registration Requirements

eVA Vendor Registration: *The eVA Internet electronic procurement solution, www.eVA.virginia.gov, streamlines and automates government purchasing activities for the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide construction and/or professional services to the Commonwealth shall participate in the eVA electronic procurement solution whether through the eVA Basic Vendor Registration Service or through the eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA; failure to register will result in their bid/proposal being rejected.*

- a. *eVA Basic Vendor Registration Service: \$0.00 annual registration fee* plus the appropriate order Transaction Fee specified below.*
- b. *eVA Premium Vendor Registration Service: \$0.00 annual registration fee* plus the appropriate order Transaction Fee specified below. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus electronic notification of business opportunities that match the vendor's registered commodities.*
- c. *For orders issued August 16, 2006 and after, the Vendor Transaction Fee shall be:*
 - (i) *DMBE-certified Small Businesses: 1%, capped at \$500 per order.*
 - (ii) *Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.*

eVA Contracts and Orders: *The solicitation/contract will result in a single \$1,000,000 purchase order per each term with the eVA transaction fee specified below assessed for each order.*

- a. *For orders issued August 16, 2006 and after the Vendor Transaction Fee shall be:*
 - (i) *DMBE-certified Small Businesses: 1%, capped at \$500 per order.*
 - (ii) *Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.*

No additional eVA transaction fees will be assessed during each one-year term of the contract.

** Per eVA Fee Schedule, revised 7/1/2009.*